

Suggested Ground Rules

- We start our meetings on time.
- We acknowledge that all ideas add value.
- We honor the person who is speaking. Only one person speaks at a time.
- There are no side conversations. If we have something to say to our neighbor that cannot wait, we request an opportunity to caucus and go out of the room or we wait our turn.
- We listen carefully and respectfully seeking first to understand what the other is saying.
- We speak clearly and concisely seeking to be understood by others.
- We speak and write briefly and to the point.
- We do not engage in disruptive or lengthy story telling.
- We do not engage in drama or political rhetoric.
- We focus on understanding one another not agreement.
- We honor the priorities of others.
- We state our interests/views without attacking others.
- We do not withhold information that is relevant to the discussion.
- We speak the truth.
- We speak our truth in the safety that others will not (be allowed to) attack us.
- We speak for ourselves, not others.
- We speak and write directly to the question – we don't sidetrack the discussion – we stay on point.
- We leave our titles at the door and do not attempt to use our position to impose our will on others.
- We monitor our own participation and abide by our mutually agreed-upon ground rules.
- We act as process monitors and speak to violations of the ground rules.
- We end our meetings on time.

